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Carroll County Government
225 North Center Street – Room 305
Westminster, MD 21157

WEBSITE INSTRUCTIONS

NOTE: ALL VENDORS MUST BE REGISTERED WITH PUBLIC PURCHASE TO VIEW, DOWNLOAD ETC. ANY PROJECTS
NEED HELP – CLICK ON CHAT TAB (Upper Left Hand Corner)

Vendor Registration

Go to the Carroll County Government Purchasing Website at <https://www.carrollcountymd.gov>

Vendor Registration

Register (Free) with Public Purchase

Under Free Registration: [Free Registration](#)

[Fill Out Information – Follow Steps](#)

2nd Step – Register with Carroll County Government

Once you have received your activation email from Public Purchase log into www.publicpurchase.com and accept the terms and conditions of use. Click on the "**Tools**" tab, Click on the "**Agencies**" tab.

This will take you to the agency search page. In the agency name box type in the name of the agency (**Carroll County- Government (MD)**). **Leave the "new agency since" box blank.** Make sure Registration Status says "**ALL**". **Click**

Already Registered with Public Purchase/Carroll County Government

www.publicpurchase.com

[Login](#)

[Username](#)

[Password](#)

[Login](#)

Awards – (Notice of Intent to Award or Contract Award)

[Click on Project](#)

Under Intent to Award Information – Click on [Notice of Intent to Award](#) or [Contract Award](#)

Bid Tab Sheet

Under Bid Reading Information **or** Under Items Details

Click on [Bid Tab Sheet](#)

Click on [Bid Items](#)

Bidding Procedures

Go to the Carroll County Government Purchasing Website at <http://ccggovernment.carr.org/ccg/purchase>

[Bidding Procedures](#) (On the Left)

Closed Bids

Title: [Enter the exact name of bid](#) **or** Number: [Enter exact Bid Number](#)

Closed in the: ▼ [All](#)

[Search](#)

Click on [bid](#)

Click on [contract award](#)

Open Bids

[Click on Project](#)

Under Documents - [Download All Documents](#)

Questions

Click on [Project](#)

Click on [View/Ask Questions](#)

[Ask Question](#)

[Save](#)

Term Contracts

Go to the Carroll County Government Purchasing Website at <http://ccggovernment.carr.org/ccg/purchase>

Scroll down to the bottom to locate Links to Other Documents – Click on [Current Term Contracts](#)

Term Contract spreadsheet is sorted alphabetically by Commodity/Service and includes information regarding Expiration Dates and Renewal Periods

Upcoming Projects

Go to the Carroll County Government Purchasing Website at <http://ccggovernment.carr.org>

Under Current Topics

Click on [Community Investment Projects \(C.I.P.\)](#)